



## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Personnel Services

Subject: RELEASE OF STAFF MEMBERS IN BAD  
WEATHER OR OTHER CONDITIONS

1. Bad weather or other conditions may at times make travel to and from Headquarters hazardous or inadvisable. Bearing in mind staff welfare and the need to maintain essential services, a decision to excuse staff from duty may be made under such emergency conditions. The purpose of this instruction is to establish the policy and procedures to be followed when an early or general release of staff is appropriate. Administrative instruction ST/AI/122 and related directives on the same subject are hereby cancelled and superseded.

Early release during the working day

2. When a snowstorm or other emergency condition occurs after the normal working day has begun, the Office of Personnel Services, in consultation with other offices concerned, will decide whether staff should be released early. Any such decision will be notified by telephone by the Office of the Director, Division of Personnel Administration, to departmental executive or administrative officers, who will be responsible for informing staff members of the decision. The early release will be permissible and not mandatory; departments will be advised to release staff who would have difficult transportation problems. In principle, staff members whose functions are necessary to essential services will not be released (see para. 5 below).

3. Inquiries about the possibility of an early release decision are unnecessary and undesirable. In the absence of notification of early release by the executive or administrative officer, normal office hours will be maintained.

General release from entire working day

4. When a snowstorm or other emergency condition occurs before the normal working day begins, staff members other than those referred to in paragraph 5 below will be

excused from reporting to duty whenever United States federal offices in New York City (excluding the Postal Service) are closed because of the weather or other condition. Such announcements are normally made on early morning radio and television broadcasts. If possible, an announcement about the United Nations will also be transmitted. In case of doubt, staff may telephone the United Nations at (212) 754-7113, where a recorded message will also convey the information. Unless the local federal offices are closed or a specific announcement is made about closure of United Nations buildings, staff members will be expected to report for duty; however, any lateness in their arrival attributable to transportation difficulties may be excused by the departmental executive or administrative officer.

#### Maintenance of essential services

5. Staff members whose functions are necessary to the maintenance of essential services under emergency conditions will be so designated by each department or office, taking into account their place of residence and other personal considerations to the extent possible. Such staff will be expected to report for and remain on duty, even though other staff are excused. They will be granted compensatory time off for the hours or days worked.

#### Treatment of excused absences

6. Absences from work for the excused period will not be charged to annual leave. However, staff who are on sick leave, authorized annual leave or other leave will not be given any additional leave time; their absences will be charged to their leave entitlements.

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